

# TAFE APPLICATION FOR CREDIT TRANSFER



**VICTORIA UNIVERSITY**  
MELBOURNE AUSTRALIA

Credit Transfer is credit given for learning outcomes individuals have already achieved through completed components of a qualification or other formal learning. Documentary evidence such as statements of attainment must accompany all credit transfer applications.

All students are advised to read the 'IMPORTANT INFORMATION' section prior to completing and submitting this application form.

Please write in BLOCK LETTERS using a black or blue pen.

I am applying as a:  FUTURE STUDENT (NEW APPLICANT)

CURRENTLY ENROLLED STUDENT

## SECTION A PERSONAL DETAILS

FAMILY NAME: \_\_\_\_\_ STUDENT ID: 

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GIVEN NAME: \_\_\_\_\_ DATE OF BIRTH: 

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STREET NUMBER AND NAME (or PO BOX): \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: 

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 POSTCODE: 

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EMAIL: \_\_\_\_\_

COUNTRY (If Not Aus.): \_\_\_\_\_ PHONE: \_\_\_\_\_ MOBILE: 

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ARE YOU AN INTERNATIONAL ONSHORE STUDENT  YES  NO

## PREVIOUS EDUCATIONAL INSTITUTION (ORIGIN)

NAME OF INSTITUTE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ COURSE CODE: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_ WAS THE COURSE COMPLETED  YES  NO

## VICTORIA UNIVERSITY COURSE (MANDATORY)

Course for which you wish to apply for Credit (please also complete information for individual Unit(s) of Competency)

COURSE CODE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

- I have fulfilled all requirements required to be eligible for consideration.
- To the best of my knowledge, the information given in this application is correct and complete.
- I understand that submitting false or misleading information may result in any offer of a place withdrawn at any stage, including after a course has commenced.
- I understand that the University reserves the right to vary or reverse any decision made on the basis of incorrect or incomplete information.
- I authorise VU to conduct a search and retrieval of my academic record from my previous institution(s) to verify the information contained in my application.
- I understand that Victoria University collects, stores, and uses personal information in accordance with the University's Privacy Policy, available at [www.vu.edu.au/privacy](http://www.vu.edu.au/privacy)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## HOW TO LODGE YOUR APPLICATION

### ONLINE - ADMISSIONS CENTRE

If completing this form as part of your application to study at VU, please print, complete, scan and upload it, along with supporting documentation, as part of the online application process.

### IN PERSON (ON CAMPUS) - STUDENT SERVICE CENTRES

City Flinders  
Footscray Park  
St Albans  
Sunshine

Footscray Nicholson  
City King  
Werribee

### POSTAL - MAIL ADDRESS

Admissions and Pathways Office  
Victoria University  
PO Box 14428  
MELBOURNE VIC 8001

## FOR MORE INFORMATION

Email: ASKVU Question Tab [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)  
Online Live Chat: ASKVU Chat Tab [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)  
Telephone: Student Contact Centre + 613 9919 6100  
Student Service Centre: See above

# IMPORTANT INFORMATION

## WHAT IS CREDIT TRANSFER?

Credit Transfer recognises formal education that you have previously undertaken. If you have successfully completed any units from the course in which you are enrolling, or their equivalent, you may be eligible for Credit Transfer. If eligible, you may receive exemptions from units you have already completed. The units previously completed must be identical or equivalent to those in the course you are seeking credit for.

Victoria University will recognise Qualifications and Statements of Attainment issued by any Australian Registered Training Organisation.

As an enrolled International onshore student if your study load falls below the standard full time study load, please attach a completed Application for Reduced Study Load form. Applications are available from student forms [reduced study load or overload \(PDF, 172 KB\)](#).

## PROSPECTIVE INTERNATIONAL (ONSHORE AND OFFSHORE) STUDENTS

Please address your application to: Victoria University International, PO Box 14428, Melbourne VIC 8001

## SUPPORTING EVIDENCE/DOCUMENTATION - PLEASE ENSURE THAT YOU KEEP A COPY OF YOUR APPLICATION AND ALL SUPPORTING DOCUMENTATION

This application will be assessed based on the type of evidence supplied. Each piece of evidence should be clearly identified and numbered as an attachment, then listed on the first page of this form. If exemption is granted it will be recorded on your academic record. If exemption is not granted there may be a request for further evidence. You will be notified in writing on the outcome of your application.

Students must provide certified copies of qualifications and Unit(s) of Competency/ Study/Syllabus information from the relevant course guide. Do not send original documents. A photocopy of an original document can be certified (signed and dated) as a true copy of the original document by an authorised person (i.e. Justice of the Peace, police officer, doctor, accountant, school principal, bank manager etc.). This person must sight both the original and the photocopy. You may be asked to show the original documents at a later stage.

Overseas or private University certified copies of academic study must be provided from the appropriate government body/professional association recognised in Australia for onshore students or an equivalent authority for students studying at an offshore site. Documents in languages other than English must be accompanied by an English translation. The translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) or an equivalent body for offshore students.

PLEASE NOTE: Your former Institution(s) may be contacted in the interest of soliciting further information and/or clarification of your claim for Credit

## DO I HAVE TO PAY A FEE TO APPLY FOR CREDIT TRANSFER?

There is no charge for processing of Credit Transfer

## WHAT ELSE SHOULD I KNOW?

- Credit transfer is only available if you are enrolling in at least one other unit in addition to the one in which you are applying for credit.
- You will be notified of the results in writing.



**COLLEGE USE ONLY - FIELD OF EDUCATION of prior VET study**

Natural and Physical Sciences		050500	Forestry Studies	Society and Culture	
010100	Mathematical Sciences	050700	Fisheries Studies	090100	Political Science and Policy Studies
010300	Physics and Astronomy	050900	Environmental Studies	090300	Studies in Human Society
010500	Chemical Sciences	059900	Other Agriculture, Environmental and Related Studies	090500	Human Welfare Studies and Services
010700	Earth Sciences	Health		090700	Behavioural Science
010900	Biological Sciences	060100	Medical Studies	090900	Law
019900	Other Natural and Physical Sciences	060300	Nursing	091100	Justice and Law Enforcement
Information Technology		060500	Pharmacy	091300	Librarianship, Information Management and Curatorial Studies
020100	Computer Science	060700	Dental Studies	091500	Language and Literature
020300	Information Systems	060900	Optical Science	091700	Philosophy and Religious Studies
029900	Other information technology	061100	Veterinary Studies	091900	Economics and Econometrics
Engineering and Related Technologies		061300	Public Health	092100	Sport and Recreation
030100	Manufacturing Engineering and Technology	061500	Radiography	099900	Other Society and Culture
030300	Process and Resources Engineering	061700	Rehabilitation Therapies	Creative Arts	
030500	Automotive Engineering and Technology	061900	Complementary Therapies	100100	Performing Arts
030700	Mechanical and Industrial Engineering and Technology	069900	Other Health	100300	Visual Arts and Crafts
030900	Civil Engineering	Education		100500	Graphic and Design Studies
031100	Geomatic Engineering	070100	Teacher Education	100700	Communication and Media Studies
031300	Electrical and Electronic Engineering and Technology	070300	Curriculum and Education Studies	109900	Other Creative Arts
031500	Aerospace Engineering and Technology	079900	Other Education	Food, Hospitality and Personal Services	
031700	Maritime Engineering and Technology	Management and Commerce		110100	Food and Hospitality
039900	Other Engineering and Related Technologies	080100	Accounting	110300	Personal Services
Architecture and Building		080300	Business and Management	Mixed Field Programmes	
040100	Architecture and urban environment	080500	Sales and Marketing	120100	General Education Programmes
040300	Building	080700	Tourism	120300	Social Skills Programmes
Agriculture, Environmental and Related Studies		080900	Office Studies	120500	Employment Skills Programmes
050100	Agriculture	081100	Banking, Finance and Related Fields	129900	Other Mixed Field Programmes
050300	Horticulture and Viticulture	089900	Other Management and Commerce		

**VET QUALIFICATION – level of education of prior VET study for which credit was offered**

001	Vocational Graduate Certificate	423	Bridging and Enabling Course at Diploma Level	521	Certificate II
002	Vocational Graduate Diploma	511	Certificate IV	522	Statement of Attainment at Certificate II Level
411	Advanced Diploma	512	Statement of Attainment at Certificate IV Level	523	Bridging and Enabling Course at Certificate II Level
412	Statement of Attainment at Advanced Diploma Level	513	Bridging and Enabling Course at Certificate IV Level	524	Certificate 1
415	Bridging and Enabling Course at Advanced Diploma	514	Certificate III	525	Statement of Attainment at Certificate I Level
421	Diploma	515	Statement of Attainment at Certificate III Level	999	Other qualification not elsewhere classified
422	Statement of Attainment at Diploma Level	516	Bridging and Enabling Course at Certificate III Level	000	No Credit/RPL was offered for VET

**VET TYPE PROVIDER where VET study undertaken**

10	University	21	High School or Australian Technical College	0	No Credit/RPL was offered for VET
19	Other Higher Education Provider	29	Other VET provider		
20	TAFE	90	Not elsewhere categorised		